

CHARTER

ACADEMIC AFFAIRS COMMITTEE
OF THE
UNITED STATES COAST GUARD ACADEMY
BOARD OF TRUSTEES

NAME:

This body shall be known as the Academic Affairs Committee of the United States Coast Guard Academy Board of Trustees (the Board).

PURPOSE:

The Academic Affairs Committee will be a standing committee of the Board. The Committee shall provide input to the Chairman of the Board and the Superintendent on all issues relating to the academic operations of the Coast Guard Academy. Specifically, the Committee will provide guidance and advice in areas that will include but are not limited to the following:

1. Defining the educational mission and basic character of the Academy's academic operations. Identifying an Institutional cohort.
2. Ensuring that adequate resources are provided to support the academic mission.
3. Recommending action on changes to the academic mission (adding new undergraduate majors, offering graduate courses, establishing a continuing education division, creating outreach programs, etc.)
4. Providing context and meaning in setting priorities to help the Superintendent deal with competing demands from external advocates with special interests.
5. Making sure the Academy periodically validates its academic outcomes, has an effective system to promote and assess their achievement, and uses the results of assessments to improve the effectiveness of teaching and learning.
6. Ensuring that the Academy has an effective system for recruiting, evaluating, developing, and retaining a sufficient number of highly qualified diverse faculty.
7. Ensuring that academic facilities (classrooms, laboratories, instructional equipment) are kept up to industry standards and included in Master Planning.
8. Reviewing the adequacy of Academy policies in regards to academic program accreditation.

APPENDIX D

9. Monitoring the maintenance of accreditation standards, participating in the preparations for accreditation visits, and tracking the adoption of corrective measures that require Board action.
10. Providing recommendations on admissions standards and participating in policy discussions on enrollment management issues.

MEMBERSHIP:

The Committee will normally be composed of three members appointed by the Chairman of the Board from the general membership of the Board. The Dean of Academics shall be an *ex officio* member of the Committee. Trustee members shall normally serve on the Committee for the duration of their tour on the Board, but membership terms may be adjusted from time to time in the interest of continuity.

ORGANIZATION:

The Chair of the Committee will be selected and appointed by the Chairman of the Board.

MEETINGS:

The Committee will meet as appropriate at times and places at the call of the Committee Chair. The Committee Chair, if active duty or SES, will host the meetings and provide clerical and other support. If the appointed chair is a non-active duty member or civilian trustee, support will be provided as directed by the Board Chairman. The Committee will be principals only with two committee members constituting a quorum.

FUNDING:

Travel for active duty or civilian Coast Guard Committee members will be funded by their organizations. Funding for travel for non-active duty members and civilian trustees will be requested from the Assistant Commandant for Human Resources on a case-by-case basis in advance of each meeting.

REPORTS:

The Committee Chair will submit written reports of Committee deliberations to the Chairman of the Board and the Superintendent at the semi-annual Board of Trustees meetings, and will also be prepared to report on matters of which the Committee has cognizance as appropriate at each meeting of the Board.


F. L. AMES

Chairman, U.S. Coast Guard Academy
Board of Trustees